



March 2000

**Hello TRACS Participant,**

Here is your copy of the revised Monthly Activity Transmission (MAT) User's Guide. This technical user's guide describes the prescribed format (MAT record layouts, field characteristics, and HUD-form data locations) for all TRACS data transmitted to and from HUD.

**This new version of the MAT User's Guide supersedes all previous versions.**

The Monthly Activity Transmission (MAT) User's Guide contains technical submission instructions and is part of The TRACS Information Packet, also known as the Yellow Book.

The first part of the Yellow Book contains general information for owners, agents, state housing finance agencies, and PHAs. It also offers information on understanding the automation rule, TRACS data collection and processing, becoming automated, data transmission, and error correction. The Yellow Book portion described here is not included with this MAT User's Guide, but you can obtain it by downloading it from the TRACS Documents Page (<http://www.hud.gov/fha/mfh/trx/html/trxdocs.html>) or by calling the TRACS Hotline.

Both the Yellow Book and the MAT User's Guide are published to assist you in complying with the TRACS Automation Rule mandated by HUD in 1994<sup>1</sup>. The Rule requires electronic submission of tenant and financial data by owners of certain subsidized multifamily projects and by the public agencies that administer the assistance contracts for HUD.

If you have any questions regarding the TRACS Automation Rule, the Yellow Book and MAT User's Guide, or TRACS processing please call the TRACS Hotline.

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<sup>1</sup> The rule was published in two parts as the "Electric Transmission of Required Data for Certification and Recertification" and "Subsidy Billing Procedures for Multifamily Subsidized Projects" (24 CFR§208) on 11/19/93 and 8/24/94 in the Federal Register.

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